

Instructions for completing the Motor Vehicle Service Contract Transmittal and Contract Filing Schedule

Important Note: The Office of Insurance Commissioner (OIC) will not accept service contract filings through SERFF.

DESCRIPTION OF ITEMS IN THE MOTOR VEHICLE SERVICE CONTRACT TRANSMITTAL DOCUMENT AND CONTRACT FILING SCHEDULE

MOTOR VEHICLE SERVICE CONTRACT TRANSMITTAL

- 1. Reserved for Insurance Dept. Use Only** (do not enter information here): This section is for data the Office of Insurance Commissioner (OIC) wants to collect—such as date stamps, approval stamps, check routing numbers, accounting codes, etc.
- 2. Insurance Department Use Only Box** (do not enter information here): Includes the following information:
 - a. Date the filing received by the OIC.**
 - b. Analyst:** Lead analyst who reviewed the filing and assigns final disposition
 - c. Disposition:** Final disposition assigned by the lead analyst (approved, disapproved, referred for enforcement, etc.).
 - d. Date of Disposition of the filing:** Date OIC review is complete and disposition assigned.
 - e. Effective Date of the Filing:** Date the filing goes into effect. This date will vary—it might be the “approval” date for some service contracts and the implementation date for others (if they file use and file contracts).
 - f. Subject Codes:** This field captures one or more Subject Codes that the OIC may use to track particular attributes of a filing.
- 3. Program or Marketing Title:** The filer must provide this information.
- 4. Company Name(s), Home State and CIC Number:** The filer must provide this information. Every company to which the filing applies must be listed by the filer. Company Supervision must approve your application to sell service contracts and assign a CIC Number before the service contract filing is made to the Rates and Forms Division
- 5. Company Tracking Number:** The filer must provide this information, which is used by both the OIC and the filer for tracking purposes.
- 6. Contact Information of Filer or Corporate Officer:** The service contract provider must provide contact information for the person(s) the OIC should contact if there is a question/problem with the service contract filing.
- 7. Signature of Authorized Filer:** OIC requires the signature of the authorized filer. If the filer is third party, a letter of authorization from the service contract provider must be submitted to the OIC.
- 8. Printed Name of Authorized Filer:** The filer must provide this information so OIC has legible information.
- 9. Type of Insurance (TOI):** Service contracts are TOI 33.0. This information is provided by the OIC and listed on the form.
- 10. Filing Type:** This information is provided by the OIC and listed on the form.
- 11a, 11b, or 11c. Sub-Type of Insurance (Sub-TOI):** The filer must provide this information. Please refer to your registration materials submitted to Company Supervision and answer the questions to determine correct Sub-TOI and compliance checklist. The product type determines whether the filing is prior approval or use and file.

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12. Compliance Checklists: Failure to attach a completed compliance checklist will result in delay of the review of your service contract filing.

- For prior approval products, failure to attach a complete and accurate checklist will increase the amount of time it takes to receive approval to market the product.
- For use and file products, the failure to attach a complete and accurate checklist may result in OIC issuing a Cease and Desist Order.

13. Effective Date Requested: This is the effective date service contract provider requests when they make the filing. It is not necessarily the date the filing officially becomes effective. Lead time guidelines:

- If the filing is submitted with a completed compliance checklist, please allow 30 days lead time for review of the service contract filing.
- If the filing is submitted without a completed compliance checklist, please allow 45 days lead time for review of the service contract filing.

14. Company's Date of filing: The date the company sends the filing.

FORM FILING SCHEDULE

Please list the Company Tracking Number from page 1 of the transmittal document.

15. Exhibit: Contract Name, Number and Edition Date. The filer must use this list to identify the service contracts and other service contract forms being filed. The filer must complete this schedule before the OIC will begin review of a service contract filing.